

**Annual Planning Meeting**  
November 16, 2004

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF  
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

**MEETING SITE**

"A" Building, WV Division of Rehabilitation Services – Institute, WV

**CALL TO ORDER**

Scott Padon, acting as facilitator, called the Committee's annual planning meeting to order at 9:45 a.m.

**ATTENDANCE**

*Committee:* Linda Maniak, Everette Sullivan, Scott Padon, Lee Dixon, Donna Lipscomb, and Brenda King

*WVARF Staff:* Glenn McEndree, Chris Miller, Craig Greening, and Ken Kennedy

*Guest(s):* ?

**Committee's Annual Report Draft Presentation of**

Jennifer Martin, WVARF, presented a draft of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped Annual Report for FY2004. Several errors were noted for correction and will be forwarded to her in order to finalize the report.

**Annual Planning Meeting for FY06**

The following recommendations were made.

1. Changes to the vision and mission
2. Glenn McEndree suggested that the goals should relate to the mission. The first two mission statements are from the code and the third has been added.
3. Goal 1.1.a – Change to number 1.2. Craig Greening noted that stats relating to this goal were not kept. Hard to get everything done by June due to state agencies. Need determination and approval by end of calendar year. Glenn stated he could provide a format for a written report on sales and present quarterly to the Committee. Donna said by then we should have enough data for to set the program goals.
4. Goal 2.1 By May 31 the Committee will review and approve the written CNA Plan.
5. Goals 2 and 3 were eliminated

6. Goal 2.4 Review the Committee's budget and make recommendations to the Department of Administration by August of each year for fiscal year (Replace November) (Becomes Goal 2.2)
7. Goal 2.5 By March of each year, review the WVARF Agreement and revise as needed for the coming year. (Becomes Goal 2.4)
8. Goal 3 Maintain annual institutional file with agreements prior to start of each fiscal year. (Becomes goal 4.3)
9. Goal 6 December of each year (Take out FY2004)(Becomes Goal 5)
10. Goal 7 The Committee will review the CNA policy on assignment of products and services, etc. (Becomes Goal 6)
11. Goal 8 Fiscal oversight – Brenda abstained from voting on financial until its determined if money is public funds. Is the Committee going to approve a budget or expenditures? (Becomes Goal 7)
12. Remove #1
13. Goal 9 to be added to #2e
14. Goal 10 to be added to 2f continue

#### **Adjournment**

**Donna Lipscomb moved and Everett Sullivan seconded to adjourn the meeting at 11:16 a.m. Motion Passed.**

## **ANNUAL ACTION PLAN - FY2006**

(With Recommended Changes from 11/16/04 Meeting)

### ***Customers***

#### Primary:

- Individuals with severe disabilities employed on State Use contracts; and
- State agencies, institutions and political subdivision customers who benefit from the quality products and services that are provided through the Program.

#### Secondary:

- Nonprofit organizations that employ people with severe disabilities on State Use contracts, and
- State procurement personnel.

### ***Vision***

Develop, expand, and/or maintain employment and training opportunities for people with severe disabilities.

### ***Mission***

Further the State's policy of:

1. Encouraging disabled persons to achieve maximum personal independence by engaging in productive employment activities
2. Providing state agencies, institutions and political subdivisions with a method for achieving conformity with purchasing procedures and requirements of non-discrimination, affirmative action, in employment matters related to persons with disabilities
3. Providing quality commodities and services

### ***Goals***

1. Determine Fair Market Price (FMP) for contracts related to the State Use Program
2. Monitor Certified Non-profit Agency (CNA) in that the interests of the disabled are advanced
3. Monitor to see the commodities and services meet standard specifications for quality and delivery
4. Assure the CNA maintains all appropriate records related to the State Use Program
5. Provide an Annual Report by January 1 to Governor, Speaker of the House, Senate President, and DRS Director
6. Provide and maintain policies and procedures for fair and equitable assignment of State Use Program contracts.
7. Provide fiscal oversight for the appropriate use of funds generated through the State Use Program

# COMMITTEE OBJECTIVES

## **Goal # 1 Determine Fair Market Price for contracts related to the State Use Program**

1. Approve a FMP on all renewal/new commodity and service contracts on the procurement list at least one month prior to contract deadline or proposed start-up.
2. Review and set the CNA Program Fee by the end of each calendar year.

## **Goal # 2 Advancement of the Interests of Persons With Disabilities**

1. The Committee will review and approve by May 31 of each year a written CNA Annual Action Plan, which shows an increase in employment opportunities for PWD by 5%.
  - a. Suggestions for CNA consideration include:
    - i. Increase products/services on the Master Statewide Contract (Procurement List)
    - ii. Increase sales to political subs., schools, and colleges
    - iii. Increase sales to State agencies
    - iv. Increase CRP participation in the State Use Program
    - v. Expand customer and potential customer knowledge and awareness of the benefits of the State Use Program
  - b. The SU program will have 75% of the sum of all direct labor hours on State Use contracts by CRP *[Does this refer to each CRP being at or above 75% or the all CRPs in the State Use Program?]*
  - c. 100% of all CRPs submit required CNA/Committee reports on time.
  - d. 100% of all CRPs pay State Use fee on time.
2. By August of each year, review and make recommendations to the Department of Administration for the next fiscal year, a projected budget for operating the Committee.
3. In November of each year, complete a planning meeting, which establishes goals and broad objectives for the coming fiscal year.
4. By March of each year, review WVARF/CRP agreement and revise as needed for the next fiscal year.

## **Goal # 3 Insuring CRP Product and Services Quality**

1. The Committee will review the CNA's Quality Assurance Program annually.

2. The Committee will address State agency formal and informal complaints and grievances in a timely manner. Implement, when necessary, a State Use Program CRP Improvement Plan for any CRP needing assistance in improving their quality and/or timeliness of services.

**Goal # 4   Assure the CNA maintains all appropriate records related to the State Use Program**

1. The Committee shall review statewide contract prices at least annually.
2. The Committee shall review reports quarterly and annually that address the fulfillment of Committee contracts including:
  - a. For each CRP, list all State Use contract products and services with the records of sales for each
  - b. Number of Formal Complaints and those resolved
  - c. Number of Verbal Complaints and those resolved
3. The Committee will review eligibility status for each CRP prior to the end of the State fiscal year.

**Goal # 5   Annual State Use Report**

1. By December of each year, the Committee will assure the *Annual State Use Committee Report* is submitted to: the Governor, Speaker of the House, members of the House, Senate President, members of the Senate, and DRS Director.

**Goal # 6   Provide and maintain policies and procedures for fair and equitable assignment of State Use Program contracts.**

1. The Committee will review CNA policies annually for:
  - a. Fair and equitable assignment of commodities and services to CRPs
  - b. Getting commodities and services added to WVARF04

**Goal # 7   Provide fiscal oversight for the appropriate use of funds generated through the State Use Program**